

VIDEO TRAINING RECORD		
VIDEO TITLE Emergency Preparedness at Work	VIDEO ID NUMBER 1025IE	
<p style="text-align: center;">KEY TEACHING POINTS OF THE VIDEO</p> <ul style="list-style-type: none"> Emergency preparedness at work training is to save lives and prevent injuries. If you follow the procedures, policies and training, the life you save may be your own or a fellow co-worker. It could mean the difference between continuing business after a disaster or being unemployed for months waiting for the workplace to reopen. The most crucial element in surviving any type of natural disaster is preparing for the emergency. It is important to know what to do before, during and after a natural disaster. Life safety and sustaining life are 2 of the most important elements of emergency preparedness. Rules to remember for workplace emergency preparedness are: <ul style="list-style-type: none"> If you are indoors, stay there during the disaster to prevent being hit by falling or flying debris. Stay clear of bookshelves, windows, storage racks, heavy mirrors, light fixtures, operating machinery, ducting and other heavy objects. Every day equipment that you use can be thrown around causing substantial injury and property damage during a natural disaster unless it is properly secured. Learn, practice and be ready for a natural disaster. The benefits of emergency preparedness at work enables the employee to know what to do in the event of a workplace emergency or natural disaster. Training should include: <ul style="list-style-type: none"> Pre-emergency Drills Use and knowledge of fire suppression equipment. Knowledge of exits. Securing machinery to the floor can prevent tip-overs and lateral movement which reduces injuries and protects the equipment. One of the most simple, yet effective methods of protecting yourself in the event of an earthquake or other natural disaster is duck, cover and hold. This method is taught in schools and certainly applies to the workplace. After an earthquake, expect after shock. After a tornado, expect more tornados in the area and move around quickly. Teach members of workplace emergency response teams and other key personnel where gas, water and electrical shut-off and main breaker disconnect switches and valves are and how to shut them off. The company that has the foresight to acquire emergency generators or multi-fuel equipment and fuel will have a definite head start in post-emergency recovery. Employee training, education and preparedness will help reduce loss of life, injury and business interruption. 		
QUESTION	ANSWERS	
	TRUE	FALSE
1 The most important elements of emergency preparedness is life safety and sustaining life.		
2 The most critical element in surviving any type of natural disaster is preparing for the emergency.		
3 During a workplace emergency, if you are indoors, stay there.		
4 Everyday, workplace equipment can cause injury and property damage during a natural disaster if it is not secured properly.		
5 LEARN, PRACTICE, BE READY		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE